

STATE OF MONTANA CAPITOL COMPLEX AUTOMATED EXTERNAL DEFIBRILLATOR (AED) PROGRAM

Objective:

The AED program will be available on a limited basis within the State of Montana Capitol Complex, located in Helena, Montana, for treating a victim of sudden cardiac arrest.

The AED program for the Capitol Complex will be developed in three phases. The first phase will consist of an operational plan for the State of Montana, Department of Administration, General Services Division (GSD), and those agencies that currently have or will receive an AED. Phases 2 and 3 will incorporate other buildings within the Capitol Complex as funding and training become available.

Definitions:

Automated External Defibrillator (AED): A medical device used during cardiac arrest that will analyze a victim's cardiac rhythm, charge to a pre-determined energy level, and when prompted by the operator, deliver a shock through adhesive pads placed on the victim's chest.

AED Coordinator: A representative from GSD who acts as a liaison between the State of Montana's Capitol Complex, the current Medical Director, and the Department of Public Health and Human Services (DPHHS) Emergency Medical and Trauma Systems Section (EMSTS). This position will oversee operations, training and maintenance for the Capitol Complex AED program.

NOTE: Each agency that currently has or will receive an AED within their building must designate an AED building contact to work directly with GSD to properly implement this plan. This representative will oversee the operations and training for employees within their agency and maintain the AED, including equipment and supplies.

AED Program: A public health initiative with the intent of greatly increasing the number of people trained in cardiopulmonary resuscitation and the effective use of AED's.

Cardiopulmonary Resuscitation (CPR): A life saving technique utilizing chest compressions and artificial ventilation.

Department:

Department of Administration
Facilities Management Bureau
General Services Division
PO Box 200110
1310 East Lockett
Helena MT 59620-0110
(406) 444-3060

Medical Director: A physician licensed to practice medicine in the State of Montana who provides off-line supervision for an AED program and all of its participants. The Medical Director maintains and updates this policy and the AED program when needed. The Medical Director also enforces the policies within this program and assures compliance with federal, state and local policies and procedures.

Team Member: Any state employee who successfully completes all necessary training requirements for certification in CPR-AED use, agency and building orientation, and requests either the AED Coordinator or AED building contact for enlistment on the team. Team Members must have the ability to leave their workstation at a moment's notice in the event of an emergency notification.

AED PROTOCOLS

AED Location:

Each agency that has previously purchased its own AED will be responsible for ensuring proper placement of the AED within their building. These agencies may contact GSD for assistance. An AED must be strategically positioned for easy access upon notification of an emergency.

Phase 1 of this program includes the placement of 13 AED's strategically located throughout the Capitol Complex. Other phases include the addition of more AED's within other buildings as they become available along with providing AHA Basic First Aid Training for members.

GSD may change locations of the AED's based on an insufficient number of trained team members within a building, or inappropriately placed AED's, etc.

EMS Activation:

The following activations must occur in the event of a cardiac emergency:

1. The first call must be placed to **911 (the Lewis and Clark County Dispatch Center)** to activate the Helena Fire Department (HFD), Rural Fire Departments and St. Peter's Ambulance Service which will respond to all 911 calls within the Capitol Complex.
2. The second call may be placed to an in house contact number or **444-3060 for those buildings within close proximity to the Capitol Building**. Those buildings which currently or will have an AED placed within them shall establish a method of notifying certified/trained members to respond to an incident within their building.
 - a. GSD and/or DPHHS EMSTS will respond to the following locations if available:
 - Executive Residence, 2 Carson Street;
 - Cogswell, 1401 East Lockey,;
 - Walt Sullivan, 1315 East Lockey;
 - Old Board of Health, 1301 East Lockey;
 - DPHHS, 111 North Sanders;
 - Mitchell, 125 North Roberts;
 - Old Livestock, 1310 East Lockey;
 - Capitol Annex, 118 North Roberts;
 - State Capitol, 1301 East 6th Avenue;
 - Historical Society, 225 North Roberts;
 - Justice/State Library, 215 North Sanders;
 - Metcalf, 1520 East 6th Avenue;
 - Teachers Retirement, 1500 East 6th Avenue;
 - Water Resources, 1424 9th Avenue;
 - FWP Maintenance Shop, 425 North Roberts;

- Scott Hart, 302 North Roberts;
- Secretary of State Annex, 1236 6th Avenue; and
- Dianne, 1218 East 6th Avenue.
- 1225 8th Avenue, Livestock -Milk Control
- 1219 8th Avenue, Consumer Protection
- 1209 8th Avenue, Tax Appeals Board
- 1205 8th Avenue, Political Practices
- 1400 8th Avenue, FWP Field Services
- 1404 8th Avenue, FWP Parks Division
- 1410 8th Avenue, Historical Preservation
- 1410 ½ 8th Avenue, Historical Preservation
- 1412 8th Avenue, Historical Preservation
- 1412 ½ 8th Avenue, Board of Visitors

b. The following agencies will maintain the AED's placed in their buildings, provide a sufficient number of trained members/personnel to respond to cardiac emergencies, and develop an internal activation response system:

- Montana Department of Transportation (MDT), 2701 Prospect;
- Montana Law Enforcement Academy, 2260 Sierra Road East; and
- Fish, Wildlife and Parks Headquarters, 1420 East 6th Avenue.
- Department of Natural Resources and Conservation, and Department of Labor and Industry, USF&G Building, 1625 11th Ave.
- Department of Labor And Industry, 1805 Prospect Ave.
- Old Shodair Building, 840 Helena Ave.

The agencies listed above in subpart b. are those that GSD is currently aware of as having or receiving an AED. When other agencies are identified or place an AED in service, they will be added to this list and will be required to follow the same protocols.

GSD reserves the right to audit the agencies listed in subpart b. at any time to ensure compliance with this AED plan.

Training:

Potential team members will be required to complete, **at a minimum**, the following training:

- Current training in Adult CPR/AED, Child CPR/AED and Infant CPR as approved by the American Heart Association (AHA). Recertification is required every two years.
- OR,**
- Current training in Adult CPR/AED, Child CPR/AED and Infant CPR as approved by the American Red Cross (ARC). Recertification is required every year.
- AND,**
- Agency in-house orientation of the AED, which will include a review of the user's manual, AED acquaintance, AED location and procedural review.
 - Mandatory CPR/AED refresher training will be conducted on a quarterly basis. Either an AED building contact or a team member within each agency can schedule it.
 - Training in activation, reporting and appropriate recordkeeping procedures, to include all necessary paperwork after the AED has been deployed.

Team members who are ARC, National Safety Council or Medic First Aid (EMP) certified will be responsible for recertification with them and provide proof to the building contact and GSD AED Coordinator once recertification is completed.

Replacement Cards: If a card is lost, stolen or destroyed, etc. contact GSD for a replacement of AHA cards only. A fee for this replacement card will be assessed. Members are responsible for replacing a card through the organization in which they received training if outside of AHA.

Instructors:

- A certified AHA, ARC, National Safety Council, or Medic First Aid (EMP) instructor will perform all initial and recertification training. All trainers will be required to show proof of their status as an instructor to the GSD AED Coordinator.
- GSD and other state agency certified trainers will only provide initial AHA and recertifying AHA training at a training location of their choice.

Maintenance:

GSD or Security staff will perform monthly checks of each AED within the Capitol Complex, excluding those that have been located within an area where a delegation of authority has been signed for the building or there is a building contact. In this case, an individual assigned as the AED building contact or a team member will be responsible for checks, routine maintenance and any other requirements for the AED, etc.

Routine checks and maintenance will be performed on each of the AED's as required and recommended by the manufacturer. This will serve as the minimum guideline for maintenance of each of the AED's. After each deployment, and in accordance with the manufacturer's recommendations, a complete maintenance check of the AED will be completed.

Recordkeeping:

A copy of all records will be kept current and up-to-date at the GSD Headquarters, 1310 East Lockey via the Emergency Management Specialist who acts as the AED Coordinator. Examples of records to be kept include a complete listing of current team members, their certification and location, AED physical locations, maintenance checks, inventory checks, training, re-certifications, etc.

Incident Reporting:

For every incident where an AED is activated and attached to a patient, a copy of the report must be completed and submitted to the Medical Director, the AED Coordinator and the EMSTS. The reports must be completed and submitted to the above within 24-hours of the incident. GSD will provide the AED Use Report forms to solicit the information necessary for tracking each incident. The following information is required on each report:

- Name of the entity responsible for the AED;
- Supervising Physician information including name, address and phone number;
- Date of incident;
- Location of the cardiac arrest;
- Whether or not CPR was initiated prior to the application of the AED;
- If the cardiac arrest was witnessed or not;

- Time the first shock and joules were delivered;
- If a pulse was obtained after the shock was given and if the pulse was sustained; and
- If the patient was transported and, if so, to where and by whom.

EMS AND PSAP NOTIFICATION FORM

In accordance with ARM 37.104.604, entities wishing to use or allow the use of an AED shall provide the following information to each licensed, emergency medical service and public safety answering point (911, local emergency dispatch center) in the area where the AED is located.

Name of Entity Establishing AED Program:

State of Montana – Department of Administration

Business Address, Physical Address, and Telephone Number of Entity:

PO Box 200110
1310 East Lockett
Helena MT 59620-0110
(406) 444-3060

Name, Address, and Phone Number of the Individual Responsible for On-Site Management of the AED Program:

Lou Antonick
Emergency Management Specialist
PO Box 200110
1310 East Lockett
Helena MT 59620-0110
(406) 444-1462

Dr. David Silk
Medical Director
St. Peter's Hospital
2475 East Broadway
Helena MT 59601
(406) 444-2150

Starting Date of the AED Program:

February 16, 2005

Copy of Written Plan Attached?

Yes

Form Provided to the Following EMS and PSAP's:

St. Peter's Ambulance – Mike O'Brien
2475 Broadway
Helena MT 59601
(406) 444-2228

Helena Fire Department – Fred Stout
300 Neill Avenue
Helena MT 59601
(406) 447-8472

Lewis and Clark County Support Services Division (911) – Mark Lerum
221 Breckenridge
Helena MT 59601
(406) 447-8479

Department of Public Health and Human Services – James DeTienne
EMSTS
PO Box 202951
1401 East Lockett, Room C317
Helena MT 59620-2951
(406) 444-3895

West Valley Volunteer Fire Department – Jerry Sheperd
PO Box 4024
Helena MT 59604
(406) 458-3717